

## Proposition 84 Planning Workshops - Frequently Asked Questions (9/13/10)

Question Type	Question	Answer
Applicant Eligibility	The applicant for our IRWM planning grant is a non-profit. However, the applicant organization is not part of the RWMG. They are closely linked to an RWMG member. Can the agency the RWMG has selected as applicant still qualify as an applicant?	Yes, under current guidelines (Guidelines, III.A.) and PSPs, the applicant is still an eligible applicant. In Attachment 2 of the planning grant application, make sure the relationship to the RWMG is clear. While not required, also consider documentation that the IRWM RWMG has given formal approval of the non-profit as applicant on their behalf.
BMS	Do we need to upload the map from the region acceptance proposal?	Not necessarily. The choice to upload a map of the region is up to the applicant and how they choose to fulfill the information requests in the PSP. BMS accepts file uploads up to 50 MB. DWR has constructed the planning PSP in BMS to allow 5 such uploads per attachment. Applicants can therefore upload a work plan that is made up of 5-50 MB files or a total of 250 MB.
BMS	Is there a copy of the webinar or is there a how to video available for BMS users?	Yes, there is a "How to" video on the BMS website under the "Getting Started" tab at the following link: <a href="http://www.water.ca.gov/bms/">http://www.water.ca.gov/bms/</a>
BMS	Where do I get the 5-digit Proposal Identification Number (PIN) for the file naming convention?	BMS does not provide a 5-digit PIN. Please ignore the 5-digit PIN in the file naming convention.
BMS	Will multiple personnel be able to access the application for a specific agency?	Yes, all registered members of an organization have access to all applications associated with that organization. By going to the "PSP" tab under "my proposals" any member of that organization will be able to edit, save, and submit the application on behalf of the organization. To allow a consultant access to an organization's application, that organization's BMS administrator (i.e., assigned staff member) will need to add the consultant's user ID. The consultant will then be able to edit, save, and submit. It is important to ensure that two users do not access the same application at the same time. Should that occur, work may be overwritten because only the last save will be valid.
BMS	How does the admin function work for the external user side?	The "admin" function allows BMS administrators to authorize BMS users to fill out applications on behalf of their agency. They may also lock out those users.
BMS	How does a consultant select and fill out applications for several clients?	The consultant will either need to get each agency BMS administrator to add their specific users to that agency's authorized user list, or the consultant can sign up as an employee of the agency after the agency has been registered. The consultant will need to do that for each agency they are assisting.
BMS	My proposal has both regional and interregional components. If BMS has a check box for one or the other what do I do?	The applicant may check all that apply. This is not used in the scoring or ranking. DWR will use the information in reporting and understanding how planning dollars are being used.
BMS	How does an external user admin remove a user that is no longer a part of their agency?	The agency's BMS administrator will go to the "Organization Admin" tab in BMS and select their agency in the drop down window. The administrator can then select an individual's account and make appropriate changes.

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Clarification	If multiple IRWMs in a funding area had a binding agreement between them regarding timing and amount of grant applications, and one IRWM did not abide by that agreement would DWR refrain from awarding that specific IRWM grant pending any legal action taken by the remaining IRWMs bound by the agreement?	DWR would evaluate the applications per our guidelines and PSP. DWR releases draft funding recommendations and receives public comment. DWR will assume the IRWMs that are considering legal action would want to comment on the draft funding recommendation. At that point DWR would consider public comment before the director makes the final awards.
Clarification	Do IRWM planning grants need to be updated within two years or does that apply to implementation?	The Planning Grant PSP asks you to provide a schedule that assumes a two year term in the grant agreement for completion of the work funded by the grant. The appropriation included a requirement that, for implementation grants, grantees must enter into an agreement with DWR to update plans within two years.
Clarification	Do IRWM plans need to be updated prior to Round 2?	DWR will develop for public review and comment the draft Round 2 PSPs for both the Planning Grants and the Implementation Grant programs. Due to the nature of the planning grant program, an updated plan will not be a prerequisite for a planning grant. It is possible that an updated plan may be needed for Round 2 Implementation Grants.
Clarification	In example 2 of the Planning Grant PSP (Page 20) for funding match uses, specific line item names are used under funding match column. Should we assume that the example line items relate to what we should include in our grant proposal?	No, the applicant should assume the examples of funding match calculations are there to demonstrate how the applicant calculate funding match and that there is no inference to how the applicant should construct the grant tasks in the application.
Clarification	Can we show larger tasks with smaller sub-tasks to get lee way with budgeting a task?	Yes, in the administration of the grant, DWR does allow for some movement of budget between tasks. In the work plan, the applicant should use whatever format that properly conveys the proposal. There is always a balance between too much detail and too much generality.
Clarification	If in two years our plan is not ready, can we get an implementation grant?	Pay attention to the specific implementation PSP to which the applicant are applying. In Round 1 implementation that may be possible if the applicant has a plan adopted prior to Sept 30, 2008. In Round 2 of implementation, that may not be the case and DWR may be looking for a revised adopted plan. Eligibility requirements will be detailed in future PSPs.
Clarification	Will an application be awarded program preferences points if our existing plan meets some of the preferences?	As long as in the background and task sections of the work plan it's clear which preferences and how they are being met, preference points can be awarded. It should be clear that if the plan currently addresses certain preferences that it will continue to address those preferences following completion of the proposed grant funded work.
Clarification	How much interregional money can we apply for in Round 2 if an interregional grant was awarded in Round 1?	DWR is allowing a \$1M cap on interregional planning grant per funding area. If this cap is not fully expended in Round 1, the remainder could be requested in Round 2. A total \$30M is available for the two rounds of planning grants. All planning grants, including the interregional planning grants, are being funded 50% from interregional funds and 50% regional allocation.

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Clarification	Should we be showing how we get to a standards compliant plan?	Yes, within the application the applicant is asked for a work plan. The work plan consists of two portions, background and tasks. Between the two sections, the applicant should endeavor to make it clear to the reviewer how the applicant is arriving at a plan which meets the standards contained August 2010 Guidelines.
Clarification	PSP, Bullet 3 on page 15 - existing or partially completed plan. Please explain what DWR expects.	DWR expects that applicants will tell us the current status of their IRWM plans, so that the reviewers understand what needs to be updated and how the tasks in the grant proposal fit into that update.
Clarification	Is it true that the final deliverable needs to be an adopted IRWM plan, adopted by at least three members of the RWMG?	The PSP does not require the final deliverable to be an adopted plan. The grant may cover a portion of the work needed to update the plan and other activities outside the grant may be necessary before the updated plan can be adopted. An applicant can construct a proposal that has an adopted plan as the final deliverable. If not, an applicant may wish to include the information in the work plan section so the reviewer has a complete picture of what needs to be updated and when the applicant anticipates the plan being adopted.
Clarification	Can an IRWM request less than \$1 M dollars?	Yes.
Clarification	Does the State Budget impasse impact the ability to move forward with the grant program? What about bond sales?	DWR has funding to proceed with the grant program. DWR does not have all the bond sale allocations to cover the entire amount of the grants. Bond sale allocations are based upon a six-month "immediate" need. Therefore, DWR will continue to work to request bond sale allotments over the life of this program.
Clarification	When will Round 2 planning grant start?	DWR anticipates applications due as early as June 2011.
Clarification	Is the \$20 million/\$10 million split in a lock box or can DWR shift more money around?	The Planning PSP says approximately \$20 million in the first round. DWR's intent is to honor what is stated in the PSP; however, there may be limited shifting either way depending on possible award amounts.
Climate Change	How can an IRWM plan allow for more frequent updates for climate change?	The IRWM plan should specify how a plan is updated informally and formally. There is no one way to do this but the processes should be determined by the IRWM and documented in the IRWM Plan.
Climate Change	The IRWM Planning horizon is 20-years. How long is the Climate Change planning horizon?	It would make sense to stick with a consistent planning horizon that incorporates climate change. So at least a 20 year planning horizon would apply both to the IRWM plan and any analysis the applicant performs for climate change.
Climate Change	Could a programmatic EIR be used to consider climate change to meet the IRWM climate change standard?	There is not a clear answer; however, here are some things to consider: How much would the plan have to change to require a change in the Programmatic EIR? Is enough known about climate change in your region to make a Programmatic EIR? How would the Programmatic EIR address adaptation to climate change in addition to climate change emissions mitigation from implementing the IRWM plan?
Climate Change	When is EPA handbook on Climate Change going to be ready?	DWR anticipates a tentative release of the document in Spring 2011.
Disadvantaged Community	What is a disadvantaged community (DAC)?	Proposition 84 defines a disadvantaged community as a community with a median household income that is less than 80% of the statewide median household income.

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Disadvantaged Community	Can we use different metrics or geographies to define the DAC?	Yes, use census geographies that make sense for the DAC and if census geographies cannot capture the DAC you may use other means such as income surveys. In the application, discuss how what you did is appropriate for that specific DAC.
Eligible Applicant	My organization is a non-profit, 501(c)(6), am I not allowed access to grant funding?	Proposition 84, Public Resource Code Section 75005(k), defined a non-profit as a 501(c)(3) entity. Eligible applicants, the agency submitting the application, and entering into an agreement with the State, must be a local agency or non-profit as defined in the code. While your organization cannot be an applicant, it can still access grant funding by establishing some relationship to the applicant (i.e. grantee-sub-recipient relationship).
Funding Match	Can we use the same funding match in both the planning and implementation grants?	Please do not use the same in-kind service or funding match funds in both grants. The funding match types may be the same for the two grants, but the match cannot be double-counted for each solicitation.
Funding Match	How could interregional grant cost share be divided up among IRWMs?	DWR asks that the funding match be based on total project cost. How the funding match is divided up within the scope of work is up to the IRWMs involved.
Funding Match	If the cost share is much more than 25%, would we have to show the exact amount over 25%?	The total project cost is the grant plus funding match and other costs it takes to complete the scope of work. If you are claiming more than 25% funding match it should be shown.
In-kind Service	The definition of In-kind services on page 32 of the Guidelines seems to be limited to work performed by the grantee. However in discussions of in-kind service seems to have a broader application. Which is it?	DWR will accept in-kind service from the broader IRWM effort as long as it meets the other conditions placed on funding match - not before 9/30/08 and directly tied to the work plan.
In-kind Service	I am a watershed coordinator funded by a watershed coordinator grant through the Dept. of Conservation Prop 84 grant. Can my hours spent on IRWM activities count as funding match?	Because the watershed coordinator is funded by a State grant and the match must be from non-state sources, those hours cannot be used as funding match.
In-kind Service	Not counting volunteer time as funding match will make it very difficult for some IRWMs to meet funding match requirements. Will DWR reconsider as other grants such as federal grants and some State Board grants allow volunteer hours to be counted?	DWR has received numerous requests to consider various volunteer activities as allowable funding match. Because Proposition 50 as amended, Water Code Section 79505.5.(b), includes "donated services" as allowable "match funds", and Proposition 84 allows the guidelines to be based upon the Proposition 50 guidelines, DWR will allow donated services as funding match.
In-kind Service	If volunteer time is allowable, what are the limitations?	The donated (volunteer or in-kind) service must be specific, reasonably valued as determined by DWR, otherwise reimbursable, and related to the proposed work in the grant application. For example, a member of the public actively serving on a committee of the IRWM or writing a portion of the IRWM plan is performing a specific service to the IRWM and can be counted as in-kind service.

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In-kind Service	How should we value volunteer time?	Please use a reasonable value based on the service being provided. In the application where appropriate, the applicant should be able to provide the basis for estimating the reasonable value.
In-kind Service	My IRWM is interested in using current activities considered as necessary to the plan update as funding match. Can we count meetings and time spent by interested parties at those meetings?	To a large extent what is counted as funding match depends on how the proposal is written. The limitations to funding match include: 1) costs not occurring prior to Sept 30, 2008; 2) costs that are not State grant funds; and 3) costs related directly to the scope of work being proposed in the grant application. Additionally, such costs will have to be specific, reasonably valued, and otherwise reimbursable. Further, when submitting such costs for consideration adequate documentation must also be provided.
In-kind Service	Does DWR have an example or a form for recording in-kind service on so we know what kind of documentation is adequate when claiming cost share post grant award?	For in-kind service, DWR has accepted payroll sheets that have been marked up to explain what portion of time was used on the grant scope of work. If such documentation is not practical because it is volunteer in-kind service or because the employee's time spread between many projects, a simpler form that includes what task is being performed, when it is being performed, how many hours it was being performed, the bill rate assigned to the task being performed, and the person's signature verifying that they did indeed perform the service is acceptable. Additionally, the basis for the billing rate may need to be documented.
In-kind Service	For related studies as cost share, what would be eligible?	As with other in-kind service, the study would have to be included in the scope of work, performed after Sept 30, 2008, and not include State grant funding.
In-kind Service	Can DWR consider travel costs in rural areas for funding match, perhaps at a discounted rate?	The applicant should review the Prop 50 planning grant agreement template posted at: <a href="http://www.water.ca.gov/irwm/docs/ResourcesLinks/IRWM%20planning%20grant%20template%20DWR080806.pdf">http://www.water.ca.gov/irwm/docs/ResourcesLinks/IRWM%20planning%20grant%20template%20DWR080806.pdf</a> To determine how travel would be considered as reimbursable or as funding match. Travel costs will be calculated from the Grantee's designated headquarters to the meeting location, for example.
In-kind Service	Is food cost related to meetings a reimbursable cost or considered funding match?	Food and beverage services associated with meetings and events are not allowable as a reimbursable cost.
Interregional Planning	If an interregional proposal involves IRWMs in different funding areas, how will the planning grants be funded?	50% of the grant would come from the interregional funds DWR has for planning. The remainder would be split, in proportional manner, between the funding area allotments.
Interregional Planning	Can there be only one interregional grant or can there be more if they are below the \$1M limit?	DWR is willing to fund up to \$1M in interregional planning in each funding area.
Interregional Planning	Must an applicant include all regions in an interregional plan or just the regions that will receive the funds?	Depends on what the scope is of the interregional proposal.

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Interregional Planning	How do we apply for an interregional proposal?	<p>You can submit a separate application for an interregional proposal or you may incorporate some interregional pieces within your IRWM region proposal. Here are some things to consider in deciding which way you choose to apply:</p> <p>Can you clearly demonstrate the interregional planning work is something that would be part of each IRWMs' plan?</p> <p>Does the cost, scope, or work arrangement for the interregional work justify a separate application for clarity and grant agreement purposes?</p> <p>If the interregional work appears within a single IRWM's region proposal, is it clear how the each type of work will be accomplished and by whom?</p> <p>If the interregional work appears similarly in multiple IRWMs' proposals, is it clear there will product if one or more of the IRWMs' proposals are not funded or that the work is not repeat work should all the IRWMs' proposals be funded?</p>
Interregional Planning	My proposal has both regional and interregional components. How do I account for that?	<p>If the interregional components are part of the grant proposal, you can include them as a task within your work plan. This would probably lead to a set of procedures or some other portion of an updated IRWMP which states how/who these interregional components are set up and how they work as part of the IRWM Plan.</p>
Interregional Planning	Does interregional coordination include activities between IRWMs in more than one funding area?	It can. Interregional planning activities can be between IRWM regions within the same funding area or with IRWMs in different funding areas.
Other plans	Why was salt-nutrient management plan included as a priority and will there be extra points awarded?	The Statewide Priority is 'Protect Surface Water and Groundwater Quality.' A salt-nutrient plan is an example of something that as part of an IRWM would meet the priority. All Statewide Priorities and Program Preference are equally valued and there is no preference between the listed priorities/preferences.
Planning Grant Proposal	I have a study being conducted with federal funds which fills a data gap in our plan. This study is important to our plan yet it's not something where IRWM planning funds are needed. How do we account for that study?	If the study is not part of the scope of work for the grant, you may account for it in the background section of your work plan. Remember that work plans are evaluated against an "ideal" plan where the reviewer can tell where the deficiencies are in the existing plan, and that those deficiencies are accounted for in work plan tasks and other activities outside the scope of the grant. The ideal plan is one that meets current plan standards and contributes to meeting the objectives of the IRWM plan. So certainly a study filling a data gap would be important and you would want the reviewer to understand the study is being conducted outside the scope of the proposal.
Planning Grant Proposal	As part of our planning proposal we may include a component that would assist project proponents with portions of the economic analysis. Conceptually, if there are portions of an economic analysis that can be applicable to all project proponents, we may want to house those parts in the IRWM plan. Does that make sense to DWR?	A plan component that would assist all those participating in the IRWM plan would seem to be a worthy plan component. The concept of an economic analysis aid could be helpful to project proponents, and may help in meeting the IRWM Project Review Process standard (Guidelines, IV. A.6). One aspect of such a concept to consider is keeping the tool current. If the tool needed to be updated frequently, the plan may need to be updated frequently so a process of easily amending the plan may be a companion component to consider.

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Post-award	Must funding match be applied first within each task item?	There is some flexibility that can be exercised when the agreement is developed. Typically, DWR likes to structure the agreement so that funding match is applied first before grant funds are released on a task basis. DWR will work with grantees in the development of the agreements to develop a helpful disbursement arrangement, such as concurrent drawdown. If you are awarded a grant, you are encouraged to work with your DWR grant manager to ensure you understand all aspects of your agreement.
Post-award	What is the effective start date for grant costs?	Reimbursable costs begin at the award date of the grant. This will be the date the director signs the approval memorandum for the final grant awards. For application purposes use the assumed dates found on Page 16 of the PSP.
Post-award	The Department of Industrial Relations (DIR) has indicated that Proposition 84 grants are exempt from SBX2-9 requirements. Is that true?	Proposition 84 (PRC section 75075) requires the awarding body to adopt and enforce a labor compliance program. DIR does require a labor compliance program (pursuant to California Labor Code Section 1771.5(b)) for projects funded by Proposition 84. However, Proposition 84 was exempted from the monitoring requirements of the DIR, Compliance Monitoring Unit (CMU).
Post-award	What is the term of the agreement?	As stated in the PSP on page 16, under Schedule, an applicant should assume that January 17, 2011 is the effective date of the grant agreement and the project is to be completed within 2 years from that effective date.
Post-award	How long after a final award decision does it take to execute an agreement?	That is highly variable. An estimate of the shortest amount of time is one to two months. The grantee controls much of the tempo and pace of development of the agreement so providing any material requested by DWR in a timely manner helps in expediting the execution of an agreement.
Post-award	Regarding liability for a fiscal agent, what liability is there if no plan gets adopted as a result of the grant?	Please review the Proposition 50 planning grants posted at the following link: <a href="http://www.water.ca.gov/irwm/docs/ResourcesLinks/IRWM%20planning%20grant%20template%20DWR080806.pdf">http://www.water.ca.gov/irwm/docs/ResourcesLinks/IRWM%20planning%20grant%20template%20DWR080806.pdf</a> This template should help you understand the liabilities associated with this grant.
Post-award	What if all funds are spent but the project is not finished?	In the event that the grantee fails to meet its obligations as specified in the grant agreement, DWR reserves its rights to take corrective measures, including repayment of the grant.
Post-award	What happens if a grantee goes over budget on a task?	In the performance of the grant, an applicant should know if an overrun is in progress. DWR will allow modifications to the budget as the grant is being implemented. If the overruns are adding to the total project cost, the grantee is responsible for costs that exceed the grant amount.
Post-award	If we come under budget does cost share come down?	The answer is situation dependant. In situations when a grantee under runs a task, some grantees choose to keep the funding match the same and perform additional work. In other cases, the funding match may be reduced, however, the mandated minimum match requirement would still have to be met.
Scoring Criteria	Is there a particular number of priority points that have been awarded in the past?	No, the program preferences and statewide priority scoring changed from the prior solicitation so there is no typical number that would have meaning in this solicitation.
Scoring Criteria	Since a salt management plan will take 2 to 4 years to complete how can an applicant align the 4 years with the 2-year grant performance period?	Based on the scoring criteria for schedule, an applicant may want to show the time necessary to complete the salt management activity, and clearly state in the proposal the importance of the salt management element and how it relates to the IRWM plan. The applicant may also want to state that it understands the instructions on page 16 of the PSP for the schedule but that additional time is warranted for the salt management portion of the plan.

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Scoring Criteria	How detailed does the budget have to be?	Based on the scoring criteria for the budget, the applicant should provide enough detail so that the reviewers can understand budget and evaluate whether the budget is reasonable. Budget items should have some basis for the estimate provided and that the basis of the estimate should be included as part of the budget detail. The applicant must decide how broad or fine it wishes to define tasks in the work plan and that in turn may dictate the level of detail necessary in the budget.
Urban Water Supplier Compliance	Which Urban Water Suppliers need to submit 1420 and volumetric compliance self-certification forms?	Follow the grant dollars. If an Urban Water Supplier is the applicant on behalf of the IRWM, it will be signing the grant agreement and it will be the entity receiving the grant disbursements, then that Urban Water Supplier must submit the self-certification forms. If an urban water supplier is not the applicant, but is doing some of the proposed work and will be receiving grant funds from the applicant, the Urban Water Supplier will also need to fill out the self-certification forms. If the urban water supplier is part of a regional water management group but is not the grant applicant and is not receiving any grant funds, then it will not need to fill out self-certification forms.